



### CHANGING CONTRACT MATERIAL ACCEPTANCE ACTIONS

When in accordance with specifications, contract material acceptance actions may need to be modified and a different action added to the acceptance.

For example, seed material might need to be changed from Pre-inspection to QPL verified:

1. Navigate to Contract Progress > Contract Materials and Acceptance Actions > **Acceptance Actions Tab**
2. Locate the correct row for the material set and material and expand the >

Q seed Advanced Showing 6 of 6 No Filter

Project - Description	Catg	Item	Description	Line#	Material	Material Set
9038011000 - VARNEY BRIDGE - 8 M S ENNIS	0001	610100101	SEEDING AREA NO 1	0360	713.08.00.01 - Reclamation Seed	Seed
<b>Acceptance Action</b>						
Pre-inspection Verification -		Record Type	Record ID			
		Material	713.08.00.01-Reclamation Seed			

3. Click on the **Acceptance Action** link
4. Expand the Option row
5. Change **ONLY** the **Action Rate** to 0 (not blank)  
\*\*DO NOT change the Action Frequency
6. Enter a remark in the **Comments** field 'Accepted on the QPL'

Name \*  
Pre-inspection Verification

Description  
[Empty]

Evaluation Method \*  
Record Count

Project ID  
9038011000

Contract  
05219 - VARNEY BRIDGE - 8 M S ENNIS

Project Item Line Number  
0360

Item  
610100101 - SEEDING AREA NO 1

0 added | 0 marked for deletion | 1 changed

New

Option Name	Option Description
Pre-inspect	Pre-inspection Verified
Daily Work Report	Pre-inspection Verified

**Action Type**  
PREI - Pre-inspection

**Action Relationship Description**  
Pre-inspection Verified

**Action Documentation Type**  
Daily Work Report

**Effective Date**  
01/01/2019

**Expiration Date**

**Action Frequency**  
1,000

**Minimum Quantity Required**

**Action Rate**  
0

**Frequency Type**  
Contract

**Comments**  
Accepted on the QPL

7. Click on the Option Row Action menu and select **Select Action Relationship**
8. Click on **Show first 10**
9. Check the QPL – QPL Verification row and click the **Add to Option** button

**\*\*NOTE:** Only valid actions are listed for the material. If you don't see the Action Relationship you are looking for contact the AASHTOWare Help Desk or put in a Service Desk ticket.



# MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



## Select Action Relationship

Type search criteria or press Enter  Advanced Showing 7 of 7

Select: All None 1 selected

Action Type	AR Description	Action Document Type	Effective Date	Expiration Date
CERT - Certification	Certification Reviewed	Daily Work Report	01/01/2019	
PREI - Pre-inspection	Pre-inspection Verified	Daily Work Report	01/01/2019	
PREI - Pre-inspection	Grass Seed - Preinspection	Daily Source Report	01/01/2019	
TEST - Physical Testing	Sieve Analysis - MT 202	Sample Record	01/01/2019	
TEST - Physical Testing	Topsoll - MT 412	Sample Record	01/01/2019	
	Sample Received in District/Area	Sample Record	01/01/2019	
✓ QPL - QPL Verification	QPL Verified	Daily Work Report	01/23/2020	

Add to Option

10. Expand the new row
11. Enter an **Action Rate** of 1
12. Select a **Frequency Type** of Contract
13. Enter an **Action Frequency** of 1
14. Enter applicable remarks in the **Comments** field
15. Click **Save**